



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 1/28/2014	Interviewer: Sue Guenter-Schlesinger	RFA #14 – 03 – A
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU student		
Requested Assistance Pertaining To (name, position, policy, project, etc.):		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
1/28/2014 10:30 am	Eileen Coughlin t/c with SGS	Eileen called Sue, wants to talk about rape case from this weekend. Sue and Eileen to talk immediately after PC.
1/28/2014 10:33 am	LE t/c to Michael Sledge	LE call to Michael Sledge, not there; LE call to front desk for urgent assistance; LE left message for Debbie to have Michael call LE asap
1/28/2014 10:34 am	LE email to Michael Sledge	Please call EOO urgent.
1/28/2014 10:35 am	LE t/c from Deborah Jackson	Michael is at a staff meeting with guest speaker. Deborah can interrupt Michael and have him call me.
1/28/2014	Michael Sledge email to [REDACTED]	Email thanking her for talking with him Saturday, January 25 and outlining resources available, including CASAS, Counseling Center, DVSAS, Police, alternative housing, no contact order, complaint through student misconduct process, talk with Title IX Coordinator and/or file discrimination complaint.

1/28/2014	What is not in simplicity:	Hui Ling talked to Rebecca ([REDACTED] RD) to follow up with [REDACTED]. Rebecca talked to her about her resources. Michael called Katie yesterday and gave her a heads up in case student went to see her. No indication of whether the alleged perpetrator is a Western student.
1/28/14		Sue reached out to [REDACTED] and asked [REDACTED] to call her.
1/28/2014 4:32 pm	Lynae t/c from [REDACTED]	Asking for Sue. She is available most of this evening and tomorrow after 1:30 for Sue to call back.
1/28/14	Sue t/c to [REDACTED]	Sue called [REDACTED] to see if she was doing okay and to be sure she had CASAS info and green card about resources, which she said she has. Sue explained her role as Title IX Coordinator and invited her to come in and talk if she wanted to discuss the situation. [REDACTED] indicated she did not want to come in at this time, but wanted to talk only with Katie, and thanked Sue for the phone call.
2/18/14 12:30	LE t/c to Rebecca Butler, RD 2268	Rebecca does not know if alleged perpetrator was a student, and [REDACTED] does not know either. [REDACTED] does not know where the apartments were either. Rebecca is unsure if alcohol was involved for either person. Rebecca has touched base with her a few times and she seems okay. Seems like she wants to put it behind her. Not outwardly distraught. [REDACTED] is going to class. She lives in a suite with an RA (the RA does not know about this incident).
		See file re: referrals and support/resources provided to student.